

Setting Up a Recurring Event

Setting up a Recurring Event is the same as setting up a regular event, however, when you are done with all the tables you will come back to the Event Detail Tab to set up the “Repeating Sessions.” The reason why you should be doing this as the last step is that once you save the event it becomes separate sessions. If you must make changes, then you must go into each session separately.

Basic information

Title test ride

Event URL <https://crw.org/event-5287187>

Copy and share this link. This is where potential attendees should register for event.

Tags led ride

Type or click on existing tag below. Separate with commas. You can use spaces within tags.
[adventure](#) , [century](#) , [devo](#) , [devo](#) , [led ride](#) , [diversity](#) , [governance](#) , [gravel](#) , [led ride](#) , [led ride](#) , [women-only](#) , [show and go](#) , [virtual](#) , [women-only](#)

When and where

Location street address, city, state or zoom

Time zone (UTC-05:00) Eastern Time (US & Canada)

Start date 2023-05-08 **Time** 09:00 AM

End date **Time** 03:00 PM

Add sessions **Add repeating sessions**

List of event registrants

☒ Show registrants who want to be listed

☐ to everyone

☒ to members only

☒ Include pending registrations

When ready click on “Add Repeating Sessions.” You will then get a screen to set up the “Repeating Sessions.” Where you will add the sessions you want. If you want to put out sessions for the next 2 months you will do the following:

Repeating sessions

Complete the following fields:

Starts on: Date of your first ride in this series.

Session Time: Begin and end time of each event

Repeats: Your choices are: daily, weekly, monthly, and annually – usually this will be weekly.

Repeats every: leave this at “1”

Repeat on: Check off the day of the week you will be running your event.

Ends: Choose “on” and put in your end date. For administrative purposes we are asking you not to repeat more than 2-3 months.

You will then see a summary of what you have chosen.

Click on “Add” to finish.

Starts on 2023-11-01

Session time 10:00 AM – 2:00 PM

☐ Multi-day session over 2 days

Repeats Weekly

Repeat every 1 week

Repeat on ☐ S ☐ M ☐ T ☒ W ☐ T ☐ F ☐ S

Ends ☐ after 5 times

☒ on 2023-11-29

Summary: 5 sessions:
Every 1 week on Wednesdays from 10:00 am to 2:00 pm until 2023-11-29

☐ Replace all existing sessions

Add **Cancel**

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Once you add the sessions, you will return to the “Event Details” page where you will see your list of dates that will be repeating. The number depends on what you have chosen on the “Repeating Sessions” screen.

Click on “Save” – these sessions will now move to individual ride events. Again, if you need to make changes to any part of the ride event you will have to do this individually on each event.

SaveCancel

Event URL: <https://crw.org/event-5287187>

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Tags

led ride

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When and where

Location:

Time zone:

Date & time

2023-11-01 - 2023-11-29 (5 sessions)

1. 2023-11-01, 10:00 AM - 2:00 PM

2. 2023-11-08, 10:00 AM - 2:00 PM

3. 2023-11-15, 10:00 AM - 2:00 PM

4. 2023-11-22, 10:00 AM - 2:00 PM

5. 2023-11-29, 10:00 AM - 2:00 PM

100% Sessions

100% Repeating Sessions

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Guest registration

Styles

Text font

Size

Line

B

I

U

CRW Rides are open to members and guests. Guests may attend two rides before being required to join the club. Please click the Register button to the left to join the ride.

Ride Description:

<Enter ride description here.>

Ride Start Location:

<Any special info about ride start, parking, restrooms, etc.>

Ride Leader(s):

<Ride Leader(s) Name> <Ride Leader Email or cell phone>

<Ride Leader(s) Name> <Ride Leader Email or cell phone>

Link to RwigPS Route

<Copy in the link(s) to the RwigPS route. Make sure you're using the copy in the CRW Club account and not your personal account. For example>

• 29 miles <https://ridewithgps.com/routes/11628920>

• 38 miles <https://ridewithgps.com/routes/20681114>

Additional event information

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